If you are using a printed copy of this procedure, and not the on-screen version, then you MUST make sure the dates at the bottom of the printed copy and the on-screen version match.
The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.
Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

1.8.a Hazard Communication Compliance Checklist

C-A-OPM Procedures in which this Attachment is used.		
1.7		
1.8		

Hand Processed Changes

HPC No.	Date	Page Nos.	Initials
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Approved: _____***Signature on File***_____ _____
Collider-Accelerator Department Chairman Date

J. Scott

HAZARD COMMUNICATION COMPLIANCE CHECKLIST

Item	Y	N
1. Population Identification A criterion is established to determine employees that need Hazard Communication (HAZCOM) training? *[The ANew Employee/Guest Orientation" form may be one method of compliance]*		
2. Training for identified populations a. Workers have received HAZCOM Standard Training (IND 200) *[Retraining every two years is required. The audit criteria will be a current understanding of the Hazard Communication program and chemical safety by the employee.]*		
b. Workers have received training on hazards specific to their area *[May include "on-the- job" training, DACUMS, JTA, JSA, discussions with supervisor, tool box training, etc.]*		
c. Workers are informed of safety requirements when <u>new</u> hazards are introduced into the workplace.		
3. Hazard Information a. A copy of MSDSs for all chemicals used by the worker is kept in the location <u>OR</u> the BNL online MSDS system is used http://www.bnl.gov/esh/shsd/cms/main_i.htm		
b. Workers can demonstrate how to obtain a Material Safety Data Sheet (MSDS).		
c. MSDSs for chemicals, NOT acquired through Supply & Material Receiving are forwarded to the Safety & Health Services Division MSDS program *(Building 129).*		
d. Workers can demonstrate the ability to comprehend hazard information from MSDSs.		
e. Workers have a clear understanding of the hazards of the chemical they use (based on training and review of the MSDS).		
4. Hazard Recognition and Control a. The supervisor (or cognizant individual) conducts a review prior to the use of chemicals to determine the appropriate protective measures.		
b. Workers follow appropriate protective measures established by their supervisor. 1. Hoods, vents or other engineering controls are used as necessary.		
2. Gloves, respirators, protective clothing, and other PPE are used as necessary		
3. PPE is cleaned and stored properly.		
c. Workers/management can demonstrate an appropriate criteria for PPE selection. *(For example, how a particular type of glove is chosen. Appropriate sources of information include the MSDS, the CMS chemical hazard reference section, C-A web page on glove guidance, or consultation with ESH Coordinator.)*		
d. Employees and Supervisors understand the "Hierarchy of Controls". *(i.e., "Engineering controls" (hoods, ventilation, guards, etc) or "Substitution" with a less hazardous chemical are the method of choice when protecting workers. "Administrative Controls" (rotation of workers to limit exposure, shortening the exposure time per day, etc.) are next in. Last choice is use of personal protective equipment.*)		

5. Chemical Labeling a. Original labels are retained on containers and are not altered or removed.		
b. Secondary containers (bottles, boxes, vessels, tanks, etc) are labeled with the identity of compounds and hazards.		
c. Entrances to work areas that contain hazardous chemicals are posted (BNL placards ESH Standard 1.10.0).		
d. Piping systems are labeled in accordance with ESH Standard 1.14.0.		
e. Employees know how to obtain and fill out labels.		
f. Employees can demonstrate familiarity with the labeling system used at BNL.		
6. Chemical Management / Chemical Inventory a. A current inventory of hazardous chemicals is maintained. *[The inventory is available via the Chemical Management System (CMS) at* http://www.bnl.gov/esh/shsd/cms/main_i.htm		
1. All chemical containers have CMS bar codes or are covered under CMS static inventory.		
2. CMS transfers between chemical contact persons are up-to-date.		
3. At disposal of chemicals, bar codes are forwarded to the CMS staff for deletion of chemicals from the inventory.		
7. Shipping of chemicals a. A MSDS is included with any chemical that is shipped off-site.		
b. A MSDS is developed for chemicals synthesized on site.		
c. All transfer of chemicals onsite or offsite adhere to SBMS Subject Areas "Transfer of Hazardous Materials Onsite", and "Transfer of Hazardous Materials Offsite".		
8. Non-Routine Tasks Employees are informed of hazards associated with non-routine tasks? *[Example: The supervisor uses work permits to inform employees of hazards associated with non-routine tasks]*		

EMPLOYEE/SUPERVISOR TRAINING REVIEW

Item	Y	N
1. Workers understand the basic concepts of the BNL Hazard Communication program *(i.e. the written programs is ESH Standard 2.1.0, they have the right to know the hazards of the chemicals they use, they have the right to stop work when unsafe conditions are detected, and they have the responsibility to use controls measures prescribed by management to control exposure to chemicals.).*		
2. Employees can describe the hazards (toxicity, fire, and reactivity) of the chemicals they use.		
3. Workers can demonstrate the ability to comprehend hazard information on a MSDSs.		
4. Workers can demonstrate how they can obtain a Material Safety Data Sheet (MSDS).		
5. Employees understand the labeling system used on secondary containers at BNL.		
6 Employees transferring chemicals onsite have training as per SBMS Subject Area.		